

December 2005
Employee Newsletter



Advocate

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**Holiday
Happenings**
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2005 ends with sizable inmate population; projects going

The Arkansas Department of Correction ended 2005 with 13,338 inmates under its jurisdiction — 12,288 males and 1,050 females.

That's 138 less than the number of prisoners under the agency's jurisdiction at the end of 2004. Then there were 13,470 men and women incarcerated across the state.

The number of state inmates in county jail backup at the end of 2005 totaled 507. That's less than the 766 state inmates in county jails awaiting placement in prison at the end of 2004.

However, the numbers reflect a trend: more women are being locked up — 246 males and 261

females in backup at the end of 2005 versus 569 men and 197 women at the end of the previous year.

At the end of 2004, the number of inmates housed under county jail contracts and with other agencies totaled 1,096 overall compared to 842 in 2005.

Legislative changes have helped the department better manage the swelling inmate population but the numbers remain significant. And, they have fueled the need for facilities that are underway or in the planning.

Work is moving ahead on several projects to help meet the demands of the growing inmate population.

Renovation of the Texarkana Regional Correction Center is expected to be

completed by the end of January 2006.

- Work on the new 200-bed women's facility at Wrightsville is set to be completed by Spring 2006.
- Construction of the 862-bed special needs unit at Ouachita River is expected to begin in early 2006. The facility will house chronically ill and elderly inmates.
- Another 200 beds for women are scheduled to be added at the McPherson Unit in Newport by Spring 2007.



Above: Construction is moving ahead on the 200-bed women's facility at Wrightsville.

Director's Corner



Larry Norris
ADC Director

It was a grudge match between two football teams that don't really like each other. They had met twice during the regular season with each team stealing a victory on the opponent's home field. Now the score would be settled in a wildcard playoff game.

The Cincinnati Bengals, with quarterback Carson Palmer at the helm, were primed for their showdown with the Pittsburgh Steelers, a team much more familiar with post season play.

The Bengals hadn't been in a playoff game in 15 years; they hadn't even had a winning season since 1990; and way too many people had renamed them the "Bungles." Then Carson Palmer came to town, with an Orange Bowl MVP award under one arm and a Heisman trophy under the other.

Their return to the playoff field started well for the Bengals; they held Pittsburgh and got the ball after the Steelers punted. On the Cincinnati's second offensive play, Palmer completed a perfect, 66-yard pass. But Palmer never saw the receiver make the catch, because a split second after releasing the ball, a blindside hit put him on the ground with torn ligaments in his knee.

Just one pass rusher had sneaked through the Bengals offensive line, but that was plenty. Now their star player was out and

their game plan was shattered. They turned to the backup quarterback, who did his best to win. But the Bengals didn't win that Sunday; plan two just wasn't enough to overcome the strengths of the Steelers.

There's a lesson in this for all of us. Don't ever get blindsided. You have to know where all of the pitfalls are, all of the time. That's why I always warn against becoming complacent on the job. Watch out for everything, and pay close attention to the little things. Because the tiniest thing can slip past you and suddenly become a very big thing.

Recently, 17 inmates returning from recreation call attacked three correctional officers in Maryland. The inmates threw chairs, floor fans and any thing else they could get their hands on including batteries from the officers radios. They also managed to grab

the officers pepper spray and use it on them.

First reports indicate that the officers never saw the attack coming. They were blindsided by it.

A few days earlier, a California officer was beaten and badly bitten while escorting an inmate to court. The officer hadn't noticed that the inmate had partially slipped out of his restraints. The cuffs were still secure, but the belly chain wasn't. But that was all it took. Another officer blindsided.

In less than one week, four officers were hurt because of little things that slipped past them. So please don't let you guard down, not even for a moment. Remember that your worst side is your blindside. And chances are good that four officers and a quarterback won't ever forget that.

Arkansas Criminal Justice Association Conference set for Feb. 9-10

The annual ACJA Mid-Winter Conference will be held Feb. 9-10 at the newly-renovated Little Rock Hilton in Little Rock.

The agenda will include a 16-hour Survival Spanish Course for Criminal Justice Professionals. Attendees will receive 16 hours of credit through CLEST for taking the course.

"The current structure of the United States' population makes the use and knowledge



of the Spanish language a very relevant subject within the Criminal Justice society," said ACJA President Gwen Devin-McLarty.

According to Census 2000, 281.4 million people live in the United States and 35.3 million, or about 13 percent, are Hispanic or Latino. The nation's Hispanic

population is expected to triple within the next 50 years.

"All trends point to the need of an understanding of the Spanish language," Devin-McLarty said, encouraging people to take advantage of the language training being offered during the conference.

The conference registration fee is \$65, which includes lunch on Thurs-

day and breakfast on Friday morning.

For meal planning purposes, people are encouraged to register as soon as possible. For details, contact Diana Wilson at dianaw@psc.state.ar.us.

There is a special \$75 room rate for conference attendees at the Little Rock Hilton. To make reservations, call 501-664-5020.

Administrative Services Awards Luncheon held Dec. 15

The Arkansas Department of Correction has made many improvements over the past year thanks, in part, to contributions from Administrative Services.

Assistant Director of Administrative Services Sheila Sharp recently highlighted some of the changes that the department has seen including:

- implementation of Company Nurse
- expanded e-learning classes
- a bus that provides transport to and from work for some correctional staff
- launching of Character First
- development of a Disaster Recovery Plan
- hiring of new IT staff members

During the Dec. 15 awards luncheon in the Legends Auditorium, Sharp also recognized some of the Administrative Services staff. Pam Riegler was named Supervisor of the Year and Gaye Smith was named Employee of the Year. Muriel Mayfield was presented the Assistant Director's Award and Ron Manning received a 30-year service award.

Donning a Santa hat, Sharp also presented an original humorous poem titled "T'was the Night Before the Holiday in 2005".

As staff members enjoyed a meal of ham, roast, various side dishes and many desserts, an elaborate slide show with photos of Administrative Services staff and other employees appeared on a large screen. The eye-catching presentation, which was accompanied by music and filled with holiday greetings, was prepared by Joyce Taylor of the IT Division.

Beverly Childress, whose usual duties include handling the front desk at the Admin. East, also sang during the event

(See more luncheon pictures on page 4)



Above: Gaye Smith, left, is congratulated by her boss, Burl Scifres, after being presented the Employee of the Year award.



Above: Muriel Mayfield, left, is all smiles as her boss, Assistant Director Sheila Sharp presents her with the Assistant Director's Award.



Above: Ron Manning, right, is presented a 30-year service award by Assistant Director Sheila Sharp.

*Congratulations
to
Award Recipients!*

Right: Employees Kathy Gattin, left, Debra Johnson and Joyce Taylor smile during a humorous presentation titled "T'was the Night Before the Holiday in 2005."



Perfection is not attainable, but if we chase perfection we can catch excellence.
— Vince Lombardi

'Tis the season for celebrating, giving to those in need



Units around the Arkansas Department of Correction celebrated the holiday season and showed appreciation to staff and others with a variety of events.

The ADC Retirement Association held its quarterly meeting on Dec. 13. Administrative Services held its annual awards luncheon on Dec. 15. Employee Corporations sponsored holiday gatherings at units throughout the month.

The North Central Unit Employee Corporation sponsored a "Cowboy Country" Christmas party, which included a holiday meal, live entertainment, toys for children, and door prizes.

While ADC employees gathered for holiday potlucks and catered meals, they also took time to give to Santa Central, the United Way and other worthwhile causes.



Above: Santa (sometimes known as Sgt. Chris Budnik of the Grimes Unit) visits staff at the New-port Complex.



Above: Solomon Mallett, of Admin. East, tries to pick the perfect spot for the ornament bearing his name for a chance to win a door prize.



Above: Beverly Childress, of Admin. East, sang during the Dec. 15 Administrative Services Awards Luncheon.



Above: Employee Charlotte Thomas smiles as she walks away with a door prize at the Administrative Services Awards Luncheon.



Above: Emergency Preparedness Coordinator John Kleiner shows off the apron he wore when he smoked turkey and ham for Central Office's holiday meal.



Above: Central Office staff member Stephen Williams, with son Matthew, have their picture taken with Santa (also known as Food Production Manager 1 Robert Miller) and elf (also known as Sgt. Gerald Jemerson) at the Pine Bluff Unit Christmas Party.



Above: Cpl. L.G. Gatson, of the Boot Camp, heads to Wrightsville with gifts donated to ADC families as part of the Santa Central program.



Santa Central brings holiday cheer to ADC families

Once again, Santa Central began with little more than names on pieces of paper. But after a few weeks, the “staging area” at Central Office was overflowing with toys, games, clothing, canned goods and more—all donated by ADC staff members.

Employees at units across the department donated to make the holidays brighter for some deserving ADC families. The Cummins Unit and the Pine Bluff Unit held food drives to help those families complete their holiday meals.

The Santa Central Project completed its ninth successful year, said Volunteer Services Coordinator Linda Shepherd, who has coordinated the effort for eight years.

“I am fortunate to witness the needs and see so many needs fulfilled,” she said. “Many families call or send me a note stating how grateful they are for the many gifts and food they receive from so many wonderful people.”

Seventeen families were assisted this year. Thirty-one children received gifts, food and clothes from your donations and contributions.

Six families are facing financial strain due to medical problems, one family had lost everything in a house fire, and others are facing unfortunate situations such as

divorce and separation, she said.

“It is great to watch so many people giving to make certain every family is taken care of,” Shepherd said. “One mother stated she told her children angels brought Christmas this year.”



Above: Santa (also known as Kevin Glover of JCJ/CF) and elf (also known as Victoria Cody of the Diagnostic Unit) get ready to deliver gifts to ADC families being helped through the Santa Central program.



Below: Volunteer Services Coordinator Linda Shepherd, center, gets help preparing gift bags from Central Office employees Janie Shults, left, and Tonia Dixon.



Above: Volunteer Services Coordinator Linda Shepherd accepts a Santa Central donation from Sgt. Daren Bolen of the Maximum Security Unit.



Above: Central Office staff member Janie Shults, wraps a gift donated for the Santa Central effort.



Above: Lt. Dennis Reap, of Central Office, helped unload food and beverages donated to Santa Central by the Pine Bluff Unit.



2005 United Way campaign contributions total more than \$43,000

With nearly all ADC units reporting their totals, employee contributions to the 2005 United Way campaign reached more than \$43,000 at the end of 2005. That total surpasses the department's \$40,000 goals.

Many units gave well beyond what they gave in 2004. For example, contributions from Wrightsville staff members totaled \$6,242 compared to \$1,670 in 2004. Pine Bluff Unit staff members gave \$6,288.94 compared to 1,978.94 in 2004.

The Benton Unit gave \$1,898 in

2005 compared to \$543 in the previous year while Delta Regional Unit donated \$1,581.72 compared to \$441 in 2004.

Construction gave \$1,833 compared to \$514 in 2004 while the Maximum Security Unit donated \$3,439.94 versus 1,647.88 in the previous year.

North Central contributed \$4,087 during the 2005 campaign compared



to \$1,963 in the previous year.

Many other units also surpassed their 2004 totals including Varner, East Arkansas, Administrative Services, Boot Camp, Diagnostic, McPherson, NAWARC and TRCC.

The final tally of contributions will be reported in the next issue of the ADC Advocate newsletter.

These contributions are greatly appreciated and will go a long way in assisting with programs and services in local communities.

Reminder: Protect your computer password — do not give it out



IT Administrator Roger D. Patton urges staff members "Please DO NOT give your computer passwords to other people. Besides being unsafe for our restricted data, it is a violation of computer security policy. And it is also for your protection, as shown by a recent example where a person was being accused of sending an improper email, because he allowed other people to use his password.

Remember giving another person your passwords allows them access

to "everything" that you can access, including your email. They can make any changes you can make in any system you access (AASIS, eOMIS, inmate banking, etc.), and the system records that you did it.

Being on vacation does not constitute a valid reason to give others your password. If someone needs to cover for your duties while you are gone, please have your supervisor contact someone in the IS Division. We can make temporary provisions to allow others to access the necessary data without giving them your passwords.

The same applies when someone

leaves the department. Supervisors should not require that they give their passwords to someone else to do their job after they leave. To the contrary, when someone leaves the department, we actually should deactivate all their computer accounts as quickly as we can, to prevent any further, unauthorized access. As above, if someone in your office is in this situation, contact us and explain the situation. We can move data, or provide other access to allow someone else to pick up the duties."

Department Briefs

Basic Correctional Officers' Training Class 2005-V began on Oct. 24, 2005, with 46 cadets and 36 graduated on Dec. 2, 2005.

BCOT Class-W began on Nov. 7, 2005, with 44 cadets and 29 graduated on Dec. 16, 2005.

BCOT Class 2005-X began on Nov. 21, 2005, with 39 cadets and 29 graduated on Dec. 30, 2005.

Congratulations and welcome to the ADC family!

Earl Pepper, assistant head farm manager/horses, was featured in a KTHV "Everyone has a Story" segment in December. Pepper talked about his appreciation for horses and his involvement with ADC's

horse breeding program.

◆
The Southern States Manhunt Field Trials will be held March 20-24 at Camp Robinson in North Little Rock. During the trials dogs and their handlers will compete in tracking and narcotic detection contests.

◆
During its meeting on Dec. 19, the Board of Corrections agreed to the reallocation of \$1 million from salary savings for the construction of an electric fence at the **East Arkansas Regional Unit**.

◆
What's ahead for your unit for 2006? Let the ADC Advocate know.

Source:
www.healthyarkansas.com

Retirement association elects new president, vice president



Clifford Terry
Newly-elected
ADCRA
President

The Arkansas Department of Correction Retirement Association elected new leadership during its quarterly meeting Dec. 13.

Clifford Terry, a former Warden at the Wrightsville Unit, was elected president and Mary Lou Sampson, who formerly worked as an Information Systems administrator, was chosen vice-president during the meeting held at Admin. East.

More than 50 association members and their families turned out for the gathering. In addition to taking care of association business, members fellowshiped and shared a delicious holiday dinner.



Above: ADC Deputy Director of Operations Larry May, standing, greets retirees Mary Lou Sampson, left, and Linda Bradley. Sampson was elected vice-president of the ADC Retirement Association.

Right:
Outgoing retirement association president John Edmonson received a certification of appreciation for his service.



Left:
HR Administrator Kevin Murphy, left, presents a certificate of appreciation to outgoing association vice president Clyde Collins.

The BCOT goes on: invitation puts six weeks of training to music

The following song was included in the graduation invitation for BCOT Class 2005–W on Dec. 16. It gives insight into what the cadets go through during their time at the Training Academy. (It's to the tune of "The Twelve Days of Christmas".)



The Six Weeks of Training

by Joye McCown
Training Academy BCOT Secretary

In the first week of training
The Major gave to me
All the Academy rules.



In the second week of training
The Major gave to me
TB Testing and
All the Academy rules.

In the third week of training
The Major gave to me
Rifles on the Range,
TB Testing, and
All the Academy rules.



In the fourth week of training
The Major gave to me
Lots of guest instructors,
Rifles on the Range,
TB Testing, and
All the Academy rules.



In the fifth week of training
The Major gave to me
O J T!
Lots of guest instructors,
Rifles on the Range,
TB Testing, and

All the Academy rules.
In the sixth week of training
The Major gave to me
Defensive Tactics,
O J T!
Lots of guest instructors,
Rifles on the Range,
TB Testing, and
All the Academy rules.



(Start back at the fifth verse and slow it down to sing this part.)



Now that training's over,
The Major gives to you
The **OP-POR-TU-NI-TY...**
To see us get awards and
Hear us take the oath
And you don't have to do **PT!**

2006 will bring more classes, topics to Training Academy



Left: Lt. Todd Brown instructs cadets at the Training Academy.

Right: Lt. James Newby instructs cadets Lisa Williams, left, and Betty Lieblong on defensive tactics. The women have become correctional officers.



Staff members will see changes in 2006 to classes being offered through the ADC Training Academy.

"Regional training is going to continue, and increase in some cases," said Training Academy Administrator Richard Guy, explaining that classes will be offered more often at various units across the state.

The academy has developed a new six-month training schedule packed with many more classes.

"There will be more than 155 hours of new training for 2006 when the Training Academy Syllabus comes out in January," Guy said.

The new classes include

Advanced Driving Techniques, Arkansas Wireless Information Network, Racial Profiling, Tactical Officers Survival School, several Terrorism related classes, Female Offenders and more.

The academy also plans to film various procedures such as cell extractions that are ADC and unit specific for training purposes. These DVDs, in turn, can be used by the various units for unit training.

More training will also be available to cadets in the Basic Correctional Officer Training classes. If approved, the new schedule will add about 24 hours of

additional training for cadets. This additional training was prompted by several events and discussions.

First, newly mandated training has been added to the Academy BCOT schedule, including PREA, NIMS, AWIN, Character, Fraud, and others.

Second, a change in the ACA requirements for pre-

service training made the Training Academy re-evaluate every class to maintain compliance with ACA.

Third, schedule changes are necessary in order to keep up with legally defensible training, best practices, new equipment, a changing workforce and other factors.

Character First kicks off agency-wide

Character First, a program that introduces a new character trait each month, has been launched within the Arkansas Department of Correction.

CF emphasizes 49 qualities including initiative, compassion, creativity, dependability, honor, patience and truthfulness.

Character can be described as who you are, even when no one is watching.

Chaplain Eddie Sensat, administrator of Chaplaincy Services, recently introduced the character quality of initiative to Central Office staff members.

He encouraged the 46

staff members who attended the Dec. 15 presentation to take initiative: recognize what needs to be done and do it before being asked to do it.

A presentation was also held Dec. 22. This is mandatory training for all ADC personnel. The training lasts about 15 minutes. Those who attend all 12 months will receive 3 hours of training for the year.

The character quality of the month is **self-control**, versus self-indulgence. It means rejecting wrong desires and doing what is right.

Side Job

Right: A couple of inmates recently began installing siding on the office area of the Training Academy to make it consistent with the section that houses classrooms.



Health Matters

Have a healthy new year: stay well, keep fit in 2006

Experts say it takes 21 days to create a new habit and about six months for it to really stick.

With that in mind, decide what health-related habits you want to work on in the next 21 days. That's three weeks — less than a month. Take it one day at a time. After you get over that hump, strive to make your "healthy habits" part of your life for the next six months. After that, the new habit should be well-entrenched.

Diet and exercise are two of the main factors that can affect your health. So, as the new year gets underway, think about ways you can change unhealthy eating habits and focus on fitness. Here are some tips to help get you started:

Nutrition

Be leery of fad dieting. Local registered dietitians may offer advice or provide seminars on fad diets.

Keep water handy as an alternative to sodas and sugary drinks. Add a touch of lemon to liven it up.

Watch out for portion sizes. Especially when eating out, steer clear of those "supersize" and "value" meals.

Be sure and eat a variety of foods from the food pyramid.

Eating a variety of foods from each food group while limiting the amount of fat, especially saturated and trans fats, cholesterol, added sugars, salt and alcohol is a great way to start eating healthy. The United States Department of Agriculture has released a new food pyramid that can be customized for your needs. Go to www.MyPyramid.gov to create a custom



food pyramid that will give you an estimate of what and how much you need to eat, by entering your age, sex, and activity level.

Physical Fitness

If you're not doing so already, schedule at least 30 minutes a day of physical activity. With a little creativity and planning, even the person with the busiest schedule can make room for physical activity.

For many folks, before or after work or meals is often an available time to cycle, walk or play. Think about your weekly or daily schedule and look for or make opportunities to be more active. Every little bit helps. For example: Park the car farther away from your destination.

Take fitness breaks — walking or doing desk exercises — instead of taking cigarette or coffee breaks.

Use leg power — take small trips on foot to get your body moving.

Exercise while watching TV (for example, use hand weights, stationary bicycle/treadmill/stairclimber or stretch).

Dance to music.

Keep a pair of comfortable walking or running shoes in your car and office. You'll be ready for activity wherever you go.

Make a Saturday morning walk a group habit.

Walk while doing errands.

So, what are you waiting for? Get moving.

Source: www.arkansas.gov

For more health tips and a free interactive health assessment, visit www.cancer.org and click on the Great American Health Check on the left side of the page.

Work-related injuries on decline in Arkansas



For the 12th straight year, the number of work-related injuries in Arkansas declined, according to the state Department of Labor.

In 2004 there were 4.7 injuries or illnesses reported for every 100 full-time workers in private industry. That's an

improvement over 2003, when the ratio was 5.1 injuries or illnesses per 100 workers.

Injuries and illnesses were counted if they required medical treatment beyond first aid, if they resulted in a loss of consciousness and if they required a transfer to another job or restricted work activity.

Stay well and be safe!

www.arkansas.gov

Nearly 19,000 state employees take health risk assessment

Arkansas State Employees who are members of the State Health Plan had the opportunity to complete the 2006 Health Risk Assessment during open enrollment in October.



The eleven question survey was completed by 18,978 state employees. These members (which include covered spouses) will see a healthy lifestyle discount of \$10 per person applied to their monthly health plan premium for plan year 2006.

Also for 2006, the Health and Life Insurance Board approved an additional discount for healthy behaviors beyond the discount for simply taking the survey.

HRA respondents who identified themselves as a 'tobacco non-user' for one month or longer on the HRA will receive an additional \$10 per person discount applied to their monthly health plan premiums for plan year 2006.

Members may review their HRA

responses by going to www.arbenefits.org and clicking on the 'Health Risk Assessment' button in the bottom right-hand corner.

Thanks to everyone who completed the HRA and please continue making progress toward positive and healthy lifestyle behaviors. All responses to the HRA are kept confidential and will not affect employment status or the receipt of health benefits. Please forward questions or concerns to:

Employee Benefits Division
Attn: Rhonda Jaster
1515 W. 7th Street, Suite 300
Little Rock, AR 72201
www.arbenefits.org
rhonda.jaster@dfa.state.ar.us
ph: 501-683-5194

The following is a summary of the 2006 State Employee Health Risk Assessment preliminary results. A final report will be available in February 2006.

During Open Enrollment (10/1/05-10/31/05), **18,978** state employees and covered spouses **took the 2006 Health**

Risk Assessment (HRA).

Approximately 83 percent of HRA respondents self-identified as a tobacco non-user.

Of those who self-reported height and weight, 27 percent were "normal weight" (BMI between 18.5 - 24.9) 35 percent were "overweight" (BMI between 25.0 - 29.9) 37 percent were "obese" (BMI above 30.0)

(See BMI calculator at <http://www.cdc.gov/nccdphp/dnpa/bmi/calc-bmi.htm>)

An estimated 22 percent of HRA respondents reported engaging in physical activity most days of the week.

Approximately 82 percent of HRA respondents self-reported 'always' wearing their seatbelt when riding or driving in a car.

About 67 percent of HRA respondents replied they did not drink alcohol in the past 30 days.

Approximately 8 percent of HRA respondents reported drinking five or more drinks on any one occasion during the past 30 days.

Mental Health staff members attend seminar on suicide intervention

About 100 Mental Health staff members from units across ADC attended training on suicide intervention on Dec. 16.

The seminar was held at the waterfront meeting facility at Pine Bluff/Jefferson County Regional Park.

Ed Engstrom, a psychologist at the Maximum Security Unit, talked about suicide, signs to look for, how to talk with someone about the issue and more.

The training was conducted in order to meet an American Correctional Association requirement, said Bob Parker, mental health administrator for the Arkansas Department of Cor-

rection.

During a break in the seminar, staff presented Parker with a gift of appreciation. The group later ate a hot catfish lunch.

Clockwise from top left: Ed Engstrom, a psychologist at the Maximum Security Unit; Bernstine Coleman, foreground, a mental health counselor at the Pine Bluff Unit and Scott Hearyman, background, a substance abuse program leader at the McPherson Unit.

Varner Mental Health Supervisor Willie Hampton, far right, presents Mental Health Administrator Bob Parker with a gift on behalf of the Mental Health staff.



Newport Complex honors employees, supervisors of the year

About 500 people filled the Newport Armory Dec. 10 for the 2005 Newport Complex Christmas Party. The food was catered by Swanson's.

Santa arrived and had photos with the kids and passed out stockings. Two hundred Polaroid pictures taken with Santa and more were needed. Among the gifts that were given away were a trip to

Branson, two computers, one lap computer, two gas grills, cash and Wal-Mart gift certificates.

Awards were also presented during the evening. Congratulations to the following Newport Complex staff.

At McPherson:

Employee of the Year: Jalesia Hearyman, HR assistant;

Supervisor of the Year - Rhonda Webb, business manager;

Correctional Supervisor of the Year - Chris Riley;
Correctional Officer of the Year - Cory Williams and Mark Yates

At Grimes:

Employee of the Year -



Above: Jalesia Hearyman, center, is congratulated by Warden John Maples, left, and Assistant Warden Maggie Capel after being named Employee of the Year at the McPherson Unit.



Shannon Tucker,
Employee of the
Year — Grimes



Rhonda Webb,
Supervisor of the
Year — McPherson

Shannon Tucker, HR assistant; **Supervisor of the Year** - Robin Stapleton McCloud, business manager; **Correctional Supervisor of the Year** - Captain Brenda Dicus;

the Year - Bronson Dinwiddie;
Warden's Choice: Grimes Unit - Sherri McEwen.
McPherson - Captain Nurzuhal Faust.

Congratulations!



Governor's Service Awards November

Retirement:

James Sledge — Delta Regional Unit
Sharon Pevey — Pine Bluff Unit

20 Years:

Randall Gracie — Diagnostic Unit
Phillip Wallace — Wrightsville Unit
Theresa Hamilton — Benton Unit

10 Years:

Randy Callas — Maximum Security
Larry Ross — Cummins Unit
Rita Star — Boot Camp
Dennis Thompson — Maximum Security

Congratulations!

Thank you for your many years of service.

Cpl. Wade accepts Southeast Arkansas Human Development Center award



Left: Cpl. Kay Wade, center, was recently honored by the Southeast Arkansas Human Development Center's Supportive Employment Program. SEA HDC Superintendent Judy Adams, left, and Rehabilitation Instructor Sabrena Harris were on hand for the occasion.

Cpl. Kay Wade has received a certificate of appreciation from the Southeast Arkansas Human Development Center's Supportive Employment Program.

The award was presented at the center's Community Appreciation Luncheon on Dec. 7.

Located in Warren, the cen-

ter provides services for people of varying disabilities and ages.

SEA HDC has a recycling program which ADC supports by providing materials. Directing inmates at Central Office, Cpl. Wade helps ensure that items are ready for collection.

ADC Promotions and New Hires — November

Promotions

| | | |
|----------|-------------------|--------------------------------------|
| 11/07/05 | Freddie Otts | Sergeant – Ouachita |
| 11/07/05 | Torrye Gallon | Lieutenant – Ouachita |
| 11/07/05 | Richard Brown | Lieutenant– Ouachita |
| 11/10/05 | Jimmy Shelby | Sergeant – JCJ/CF |
| 11/14/05 | Floristine Lovett | Secretary II – Human Resources |
| 11/15/05 | Edward Engstrom | Psychologist – Maximum Security Unit |
| 11/21/05 | Autumn Lem | Unit Trainer – Ouachita |
| 11/28/05 | Calvin Hamiley | Lieutenant – Pine Bluff |

New Hires

| | | |
|----------|---------------------|---|
| 11/02/05 | Robin Noles | Secretary I – Transportation |
| 11/04/05 | Maxann Smith | Document Examiner I – Varner |
| 11/07/05 | Benjamin Reeves | Sergeant – Cummins |
| 11/07/05 | Joey Hambrey | Correctional Industry Supervisor – Industry |
| 11/10/05 | Jacqueline Roberson | Recreational Activity Leader – Ouachita |
| 11/14/05 | Tiffany Pearson | PC Support Specialist – Information Systems |
| 11/14/05 | Marya Henry | Correctional Counselor – EARU |
| 11/14/05 | Gail Morris | Clerical Assistant – Pine Bluff |
| 11/14/05 | Mason Robinson | Program Coordinator – Ouachita |
| 11/16/05 | Johnny Yarbrough | Maintenance Supervisor I – Construction |
| 11/21/05 | Neeley Reader | Correctional Counselor – Ouachita |
| 11/21/05 | Nina Kelley | Commissary Supervisor– McPherson |
| 11/21/05 | Judy Mhlbach | Document Examiner I – EARU |
| 11/21/05 | Marvin Richey | Program Coordinator – Benton |
| 11/28/05 | Debbie McBryde | Secretary II – Internal Affairs |
| 11/28/05 | Michael Brockman | Internal Investigator – Internal Affairs |
| 11/28/05 | Angela Lowe | Personnel Officer I – EARU |
| 11/29/05 | Jamie Cook | Maintenance Supervisor I – Construction |

Congratulations!



Classes added to 2006 schedule:

January

| | | | |
|-------|-----------------------------------|------------|----|
| 6 | Sexual Harassment/Misconduct | 8 a.m. | TA |
| 9 | Structured Interviewing | 8 a.m. | HR |
| 10 | Race Relations/Cultural Diversity | 8 a.m. | HR |
| 10 | Performance Evaluation | 12:30 p.m. | HR |
| 11-12 | Management Effectiveness | 8 a.m. | TA |
| 20 | Interpersonal Communication | 8 a.m. | TA |
| 27 | Grievance Prevention/Handling | 8 a.m. | HR |
| 30 | Fair Labor Standards Act | 8 a.m. | HR |
| 31 | Administering Discipline | 8 a.m. | TA |
| 31 | Performance Evaluation | 12:30 p.m. | TA |

February

| | | | |
|----|-----------------------------------|------------|----|
| 21 | Race Relations/Cultural Diversity | 8 a.m. | HR |
| 21 | Performance Evaluation | 12:30 p.m. | HR |
| 22 | Fair Labor Standards Act | 8 a.m. | HR |
| 23 | Structured Interviewing | 8 a.m. | HR |

March

| | | | |
|-------|-----------------------------------|------------|----|
| 1-2 | Introduction to Management | 8 a.m. | TA |
| 7 | Interpersonal Communication | 8 a.m. | TA |
| 16 | Grievance Prevention/Handling | 8 a.m. | HR |
| 17 | Sexual Harassment/Misconduct | 8 a.m. | TA |
| 20 | Fair Labor Standards Act | 8 a.m. | HR |
| 21-22 | Management Effectiveness | 8 a.m. | TA |
| 23 | Race Relations/Cultural Diversity | 8 a.m. | HR |
| 23 | Performance Evaluation | 12:30 p.m. | HR |
| 24 | Structured Interviewing | 8 a.m. | HR |
| 27 | Administering Discipline | 8 a.m. | TA |
| 27 | Performance Evaluation | 12:30 p.m. | TA |

JANUARY TRAINING SCHEDULE

| Date | Title | Time | Length | Location |
|-----------|---|------------|---------|------------------------------|
| 3 | Sexual Harassment/Sexual Misconduct | 8 a.m. | 5 hrs. | TA |
| 4 | Becoming a Person of Influence | 8 a.m. | 4 hrs. | TA |
| 5 | Interpersonal Communication | 8 a.m. | 8 hrs. | TA |
| 5 | Race Relations/Cultural Diversity | 8 a.m. | 4 hrs. | HR |
| 5 | Leadership, Security & Body Language | 8 a.m. | 4 hrs. | TA |
| 6 | Structured Interviewing | 8 a.m. | 4 hrs. | HR |
| 6 | Racial Profiling | 8 a.m. | 4 hrs. | TA |
| 9-12 | Leadership CLIP Presentation | 8 a.m. | 40 hrs. | TA |
| 10 | Horse Barn Supervisor Class | 8 a.m. | 4 hrs. | Cummins Unit |
| 10 | Adult CPR & AED | 8 a.m. | 8 hrs. | TA |
| 10-11 | Principles of Supervision | 8:30 a.m. | 14 hrs. | LR |
| 11 | Horse Barn Supervisor Class | 8 a.m. | 4 hrs. | Wrightsville Unit |
| 12 | Basic Microsoft Excel | 8 a.m. | 4 hrs. | HR Lab |
| 12 | Fair Labor Standards Act | 8 a.m. | 4 hrs. | HR |
| 13 | Criminal Procedure Update | 9 a.m. | 6 hrs. | Texarkana PD |
| 13 | Interpersonal Communication | 9 a.m. | 6 hrs. | LR |
| 16-20 | Nutrition, Health & Wellness CLIP Cert. | 8 a.m. | 40 hrs. | HR |
| 16-20 | Firearms Instructor School | 8 a.m. | 40 hrs. | TA |
| 17 | Administering Discipline | 8 a.m. | 4 hrs. | TA |
| 17 | Performance Evaluation | 12:30 a.m. | 4 hrs. | TA |
| 17 | Field Training Officer | 8 a.m. | 8 hrs. | TA |
| 18-19 | Mngmnt of Evidence & Recovered Property | 8:30 a.m. | 14 hrs. | LR (CJI) |
| 18 | Stress Management | 9 a.m. | 6 hrs. | LR |
| 18 | Anger Mngmnt/Conflict Resolution | 8 a.m. | 4 hrs. | TA |
| 18-19 | Emergency Preparedness Training | 8 a.m. | 16 hrs. | TA |
| 18-19 | Management Effectiveness Training | 8 a.m. | 16 hrs. | TA |
| 19-20 | Using Microsoft Excel | 8:30 a.m. | 14 hrs. | LR (CJI) |
| 19-20 | The Human Element | 8:30 a.m. | 14 hrs. | LR (Inter-Agency) |
| 19 | Grievance Prevention & Handling | 8 a.m. | 5 hrs. | HR |
| 20 | Managing a Multi-Generational Workforce | 8 a.m. | 8 hrs. | TA |
| 23-27 | Information Technology CLIP Cerf. | 8 a.m. | 40 hrs. | HR Lab |
| 23-27 | Correctional Security for Non-Security | 8 a.m. | 40 hrs. | TA |
| 23-24 | Positive Mental Attitude | 8 a.m. | 16 hrs. | TA |
| 23-26 | Seven Habits of Highly Effective People | 8 a.m. | 28 hrs. | HR |
| 26 | Violence in the Workplace | 9 a.m. | 6 hrs. | LR (Inter-Agency) |
| 27 | Grievance Prevention & Handling | 9 a.m. | 6 hrs. | LR (Inter-Agency) |
| 30-31 | Introduction to Management | 8 a.m. | 16 hrs. | TA |
| 30-31 | Managing Interviews and Interrogations | 8:30 a.m. | 14 hrs. | U of A PD Fayetteville (CJI) |
| 30-Feb. 3 | Basic Emergency Response Team Training | 8 a.m. | 40 hrs. | TA |
| 30-Feb. 3 | Bloodstain Pattern Analysis | 8:30 a.m. | 40 hrs. | LR (CJI) |
| 30-Feb. 3 | Jail Standards | 8 a.m. | 40 hrs. | ALETA (Camden) |
| 31-Feb. 2 | Advanced Supervision | 8:30 a.m. | 21 hrs. | LR (CJI) |

OPEN ENROLLMENT (Year round)

- **AWIN Radio Training** — As scheduled by your Unit Trainer
- **Advanced Drivers Techniques** — As scheduled by your Unit Trainer
- **Internet-Based e-Learning Classes.**
Classes provided by National Institute of Corrections
Contact your unit trainer for information

The following **open enrollment, Inter-Agency classes** are offered in Little Rock.
They vary in length

**Be sure
to see
classes
added to
2006
Schedule
< — left**

Who Moved My Cheese (Little Rock)
Emotional Intelligence
FISH
Dealing with Difficult People
Conducting Effective Meetings
Defensive Driving
Train the Trainer
CPR
Presenting Testimony
Basic First AID
Workplace Diversity

**Note: The Human Element
Course set for Jan.26-27, Feb.
9-10 and March 9-10 were
cancelled by Inter-Agency
due to
illness of the instructor.**

FEBRUARY TRAINING SCHEDULE*denotes Regional
Training at Cummins

| Date | Title | Time | Length | Location |
|-------|---|------------|---------|---------------------------------|
| 1 | The 7 Cs of Leadership | 8 a.m. | 4 hrs. | TA |
| 1-3 | Computer Crime | 8:30 a.m. | 21 hrs. | LR (CJI) |
| 2 | Race Relations/Cultural Diversity | 8 a.m. | 4 hrs. | HR |
| 2 | Administering Discipline | 8 a.m. | 4 hrs. | TA |
| 2 | Performance Evaluation | 12:30 a.m. | 4 hrs. | TA |
| 2-3 | The Human Element | 8:30 a.m. | 14 hrs. | LR (Inter-Agency) |
| 6-10 | Executive Training | 8 a.m. | 40 hrs. | SEARK |
| 6 | Horse Barn Supervisor Class | 8 a.m. | 4 hrs. | Grimes |
| 6 | Racial Profiling | 8 a.m. | 4 hrs. | TA (Inter-Agency) |
| 6 | Transportation Training | 8 a.m. | 8 hrs. | TA |
| 6 | *Administering Discipline | 8 a.m. | 4 hrs. | Cummins |
| 6 | *Performance Evaluation | 8 a.m. | 4 hrs. | Cummins |
| 7 | Horse Barn Supervisor Class | 8 a.m. | 4 hrs. | Tucker |
| 7 | *Interpersonal Communications | 8 a.m. | 8 hrs. | TA |
| 7 | Dealing Effectively with the Media | 8:30 a.m. | 7 hrs. | LR (CJI) |
| 7-9 | Crime Scene Tech. Cert. Program | 8:30 a.m. | 21 hrs. | LR (CJI) |
| 7 | 21 Irrefutable laws of Leadership | 8 a.m. | 8 hrs. | TA |
| 8-9 | *Management Effectiveness Training | 8 a.m. | 16 hrs. | Cummins |
| 9 | Fair Labor Standards Act | 8 a.m. | 4 hrs. | HR |
| 9 | Roadmap for Success | 8 a.m. | 8 hrs. | TA |
| 10 | *Sexual Harassment/Sexual Miscond. | 8 a.m. | 5 hrs. | Cummins |
| 13 | *Grievance Prevention & Handling | 8 a.m. | 5 hrs. | Cummins |
| 13 | Sexual Harassment/Sexual Miscond. | 8 a.m. | 5 hrs. | TA |
| 13-14 | Tactical Officer Survival School | 8 a.m. | 16 hrs. | TA |
| 13-15 | Basic Spanish for Law Enforcement | 8:30 a.m. | 21 hrs. | Faulkner Co. Sheriff Ofc. (CJI) |
| 13-17 | Firearm Instructor School (ALETA) | 8 a.m. | 40 hrs. | ALETA (Camden) |
| 13-17 | Information Tech. CLIP Cert. | 8 a.m. | 40 hrs. | HR |
| 14 | *Fair Labor Standards Act | 8 a.m. | 4 hrs. | Cummins |
| 15 | *Field Training Officer | 8 a.m. | 8 hrs. | Cummins |
| 15 | Seventeen Laws of Teamwork | 8 a.m. | 8 hrs. | TA |
| 15 | Hazmat Awareness | 8 a.m. | 8 hrs. | TA |
| 15-16 | Emergency Preparedness Training | 8 a.m. | 16 hrs. | TA |
| 16 | *Adult CPR & AED | 8 a.m. | 8 hrs. | Cummins |
| 16 | Grievance Prevention & Handling | 8 a.m. | 5 hrs. | HR |
| 16 | Terrorism Awareness | 8 a.m. | 6 hrs. | TA |
| 16 | Change Changes You | 8 a.m. | 4 hrs. | TA |
| 16-17 | Basic Digital Photography | 8:30 a.m. | 14 hrs. | LR (CJI) |
| 17 | Incident Response to Terrorist Bombing | 8 a.m. | 4 hrs. | TA |
| 17 | Courtroom Testimony | 8:30 a.m. | 7 hrs. | LR (CJI) |
| 20-24 | Nutrition, Health & Wellness CLIP Cert. | 8 a.m. | 40 hrs. | HR |
| 20-21 | Management Effectiveness Training | 8 a.m. | 16 hrs. | TA |
| 21 | The Bulletproof Mind | 9 a.m. | 6 hrs. | LR (CJI) |
| 23 | Gangs/Security Threat Groups | 8 a.m. | 8 hrs. | TA |
| 27-28 | Introduction to Management | 8 a.m. | 16 hrs. | TA |

MARCH TRAINING SCHEDULE

| Date | Title | Time | Length | Location |
|-------|---|------------|---------|-------------------------|
| 1 | Change Changes You | 8 a.m. | 4 hrs. | TA |
| 1-3 | Advanced Bloodstain Pattern Analysis | 8:30 a.m. | 21 hrs. | LR (CJI) |
| 2 | Administering Discipline | 8 a.m. | 4 hrs. | TA |
| 2 | Performance Evaluation | 12:30 p.m. | 4 hrs. | TA |
| 2 | Race Relations & Cultural Diversity | 8 a.m. | 4 hrs. | HR |
| 2-3 | The Human Element | 8:30 a.m. | 14 hrs. | LR |
| 3 | Intro. to Computers & Basic Internet Nav. | 8 a.m. | 4 hrs. | HR Lab |
| 3 | Structured Interviewing | 8 a.m. | 4 hrs. | HR |
| 6 | Racial Profiling | 8 a.m. | 4 hrs. | TA |
| 6-7 | Using Microsoft Word | 8:30 a.m. | 14 hrs. | LR (CJI) |
| 7 | Inmate Grievances | 8 a.m. | 4 hrs. | HR |
| 8-9 | Managing Informants & Coop. Witnesses | 8:30 a.m. | 7 hrs. | Texarkana PD (CJI) |
| 13 | Interpersonal Communication | 8 a.m. | 8 hrs. | TA |
| 14 | Field Training Officer | 8 a.m. | 8 hrs. | TA |
| 14 | Adult CPR & AED | 8 a.m. | 4 hrs. | TA |
| 14 | Anger Management/Conflict Resolution | 8 a.m. | 4 hrs. | TA |
| 14-15 | Death Investigation for Law Enf. & Coroners | 8:30 a.m. | 14 hrs. | U of A Monticello (CJI) |
| 15-16 | Management Effectiveness | 8 a.m. | 16 hrs. | TA |
| 15-16 | Introduction to Computers | 8:30 a.m. | 14 hrs. | LR (CJI) |
| 16 | Civil Liability for Law Enforcement | 9 a.m. | 6 hrs. | LR (CJI) |
| 20-24 | Horse Training Class | 8 a.m. | 40 hrs. | Wrightsville Unit |
| 21 | Internet Researching & E-mail | 8:30 a.m. | 7 hrs. | Little Rock (CJI) |
| 23 | Leadership, Security & Body Language | 8 a.m. | 4 hrs. | TA |
| 27-31 | New Riders Class | 8 a.m. | 40 hrs. | Cummins Unit |
| 27-31 | Crisis Negotiations | 8:30 a.m. | 40 hrs. | Little Rock (CJI) |
| 28-30 | Basic Crime Scene Processing | 8:30 a.m. | 21 hrs. | Ft. Smith (CJI) |
| 28-29 | Introduction to Management | 8 a.m. | 16 hrs. | TA |
| 30 | Sexual Harassment/Misconduct | 8 a.m. | 5 hrs. | TA |

ADC CALENDAR**January 2006**

- 1 New Year's Day
- 16 Birthdays of Martin Luther King, Jr. and Robert E. Lee observed

**February 2006**

- 9-10 ACJA Mid-Winter Conference, LR Hilton
- 14 Valentine's Day
- 20 President's Day

**March 2006**

- 17 St. Patrick's Day
- 20 Spring begins
- 20-24 Southern States Manhunt Field Trials, Camp Robinson in North LR

ADC Advocate Employee Newsletter

ADC Mission Statement

- *To provide public service by carrying out the mandates of the courts.*
- *To provide a safe humane environment for staff and inmates.*
- *To provide programs to strengthen the work ethic.*
- *To provide opportunities for spiritual, mental and physical growth.*



The *ADC Advocate* newsletter is published monthly by the Public Information Office for employees of the Arkansas Department of Correction. The publication strives to enhance communication and provide information on the development and achievements of this agency.

All employees are encouraged to submit articles, comments, ideas, letters and questions. The deadline for submission is tentatively set for the 15th of each month for inclusion in that month's publication.

Please be aware that all submitted items will be subject to editing. However, every effort will be made to maintain the writer's essential meaning.

In addition, statements contained in the *ADC Advocate* are the personal views of the authors and do not necessarily represent the opinion or policies of the Arkansas Department of Correction.

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